



King County

SUPERVISOR II (SYSTEMS MANAGEMENT AND ANALYSIS SUPERVISOR)

DEPARTMENT OF EXECUTIVE SERVICES

FACILITIES MANAGEMENT DIVISION

Annual Salary Range \$59,378.18 - \$75,265.22

Job Announcement No.: 03GA3628

OPEN: 8/20/03 CLOSE: 9/3/03

WHO MAY APPLY: This position is open to all King County career service employees, all other executive branch regular employees, current probationary employees who achieved career service status in a previous position, and the general public.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Recruitment Officer, Facilities Management Division, 500 4th Ave, Room 800, Seattle, WA 98104**. Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Gary Atchison at (206) 296-0564 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

WORK LOCATION: King County Courthouse Complex, 516 Third Avenue, Seattle, WA 98104. Must be willing to work in other County-owned non-detention facilities located throughout King County.

WORK SCHEDULE: This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The workweek is normally 40 hours, Monday through Friday.

PRIMARY JOB DUTIES INCLUDE:

- Manages and coordinates the operation of complex electronic security systems including access control, CCTV surveillance, duress and intrusion alarm systems located in County-owned non-detention facilities.
- Supervises the King County ID/Bus Pass and non-detention Access Control Programs.
- Directs the gathering and archiving of data and alarm events for required reports.
- Performs security systems integration programming and systems plan reviews, prepares scopes of work, designs security systems, coordinates and provides technical support to project managers, other staff and County agencies in non-detention facilities.
- Monitors security systems installation for conformance with applicable codes and scope of work in coordination with Facilities Maintenance Electricians for non-detention facilities.
- Submits work order requests for repair or installation of security system components other than PC's and ASL alarm receiver/transmission PC's including peripheral ASL or equivalent alarm receiver/transmission components in non-detention facilities.
- Coordinates repairs of non-PC based equipment with Facilities Maintenance Electricians.
- Supervises Central Station monitoring, prepares and manages security electronics budget.
- Installs, configures, programs, integrates, troubleshoots, repairs and replaces ASL alarm system PC's and peripheral ASL or equivalent alarm receiver/transmission components of monitoring systems in non-detention facilities.
- Provides technical support, training, education, and problem solving expertise to Building Security Chief, Security Officers, and other County staff.

- Develops, recommends, and implements electronic security systems policies, procedures, and objectives for non-detention facilities.
- Conducts security surveys, systems needs assessments, feasibility studies and researches/analyzes customer security surveys for non-detention facilities.
- Develops, implements and coordinates electronic security training programs; trains security staff.
- Performs the duties of a Security Systems Supervisor for the Facilities Management Division.
- Manages and administers the security virtual private network.

QUALIFICATIONS: Graduation from a state-certified law enforcement or public safety academy is desired. Demonstrated supervisory experience required. Experience in security systems design, conducting security surveys, and researching security systems is required. Ability to train and coach staff, manage budgets, and to communicate clearly both orally and in writing. Computer experience with a variety of security management programs and applications, and knowledge of database management and low voltage electrical systems is essential.

NECESSARY SPECIAL REQUIREMENTS: At the time of appointment, the applicant must possess a valid Washington State driver's license. Applicants who possess the most competitive background will undergo a thorough background investigation and the selected candidate must pass a pre-employment physical examination.

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